

USER ROLES WITHIN THE ACMS

The ACMS has several different roles that users will be assigned after they have registered. Depending on a users role within the ACMS, the application will look different than users with other roles that are using the application. A short description of the different roles and responsibilities is listed below:

Keyword Administrator:

The keyword administrator's role is to administer all the keywords that are being used within the ACMS application. They are responsible for adding keywords, editing keywords and adjusting the status of keywords within the ACMS application. A keyword administrator will access the admin tools for the keywords in the application maintenance menu.

User Administrator:

The user administrator's role is to administer all users who are currently registered with the ACMS. The user administrator is also responsible for approving any user who has registered with the ACMS and assigning that user any special role that they may need. A user administrator will access the admin tools for all users in the application maintenance menu.

Cost Center Administrator:

The cost center administrator's role is to maintain the cost centers used within the strategic elements. They are responsible for creating new cost centers, editing cost centers and adjusting the status of the cost center within the ACMS application. A cost center administrator will access the admin tools for the strategic elements in the application maintenance menu.

Agreement Administrator:

The agreement administrator's role is to maintain the agreements inventory section within the ACMS. This includes, cooperators, cooperator types, activities, contacts and work categories. An agreement administrator will access the tools for administering the agreements within the application maintenance menu.

Billing Administrator:

The billing administrator's role is to handle all aspects of the ACMS involving billing. This involves generating bills and maintaining bill categories. The billing administrator will access the billing features within the agreements inventory under the spending and collections menu. They will also access View Bill Categories under the spending and collections menu.

Depending on a users role within the ACMS there screen will look different than other user roles that are using the application.